

**BY ORDER OF THE COMMANDER  
45TH SPACE WING**



**AFMAN 23-110, VOLUME 2, PART 2,  
CHAPTER 10**

**45TH SPACE WING  
Supplement 1**

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**Supply**

**RECEIPTS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement implements and extends guidance of Air Force Manual (AFMAN) 23-110V2PT2CH10, *Receipts*, and AFMAN 23-110V2PT2\_AFSPCSUP 1. This supplement describes 45 SW procedures for use in conjunction with the basic AFMAN and AFSPC Supplement. It applies to all 45 SW activities, tenants and contractors operated or supported by the USAF Standard Base Supply System. This supplement does apply to Air Force Reserve Command and Air National Guard units.

10.4.1. The option to use electronic scales is elected.

10.4.1.4. Option A is selected.

10.5.1. The suggestion listed in paragraph 10.5.1.2 will be used.

10.5.4. The suggested solution outlined in paragraph 10.5.4.2 will be used.

10.7.2. Receiving will research 356 rejects.

10.11.1.2.2.4. Each activity will maintain its own warranty/guaranty and serialized control item data. Requests for warranty repair will be forwarded to 45 CONS/LGCV on an AF Form 9.

10.11.2. (Added) Microcomputers and peripherals will have the "TJ" number (located in Block 2 of the DD Form 1155, Order for Supplies or Services) entered in the P.O./REQN/ CONTRACT NR" Block of the OF 274, Equipment Warranty.

10.20.4.3.4. Receiving need only validate with Records Maintenance those routing identifier codes, which cross services (S9X versus FPZ, AKZ versus S9X, etc.). If there is any doubt as to which routing identifier to use, contact Records Maintenance.

10.31.3.1.1. (Added) All inbound FEDEX delivered shipments will be treated as classified until determined otherwise. Receiving personnel who handle FEDEX inbound deliveries will possess a SECRET clearance (unless determined to be unclassified).

10.31.3.1.2. (Added) FEDEX property will not be left unattended until the property is determined to be unclassified. If a shipment does contain classified, the classified property must be secured.

10.34.3. *NOTE:* Signatures will be used when processing sensitive or pilferable items through supply. Individual stock rooms or storage areas may use whatever method works best (for example, local forms or log books), however, they will be retained for a minimum of 60 days after movement of the property.

10.37.2. SF 364 will be used.

10.37.2. *NOTE.* Receiving will work the SF 364.

10.38.5. Receiving will contact 45 CONS/LGCS directly to obtain the necessary documentation.

10.38.6. When a local purchase item is received which has a locally assigned stock number (L), the inchecker will annotate any additional identification data (part number, style, manufacturer, etc.) on the SPS document and forward it to the Records Maintenance for possible stock number conversion.

10.38.9. The Supply Manager does not elect to have the Receiving Element load status to clear 317 rejects.

10.38.9.1. Due-out release action is not normally required. Assets will be kept in the holding area pending LPS input. Exceptions to this policy can be made on a case-by-case basis by the Receiving & Delivery Supervisor.

10.41.2.1. Receiving Element will initiate the SF 364.

10.45.1. Materiel Safety Data Sheets (MSDS) are maintained in the Environmental Management Information system (EMIS). The MSDS are treated as a deliverable item in accordance with FAR and AFFARS and will be received with all hazardous materials. If not received check in the Environmental Management information System (AF-EMIS) to see if available. If not the in-checking clerk will contact the vendor directly prior to processing the material.

10.45.1.1. (Added) Copies of the MSDS received (with hazardous items) at SBSS are checked to see if they are in the EMIS. If not, they are forwarded to the Base Environmental Engineer for inclusion into EMIS.

10.45.1.2. (Added) Receiving will coordinate with the HAZMART, as required, for assigning the Health Hazard Indicator (HHI) and Issue Exception (IEX) codes, as applicable.

10.45.1.3. (Added) The HAZMART will Query EMIS. If the MSDS is not on file in EMIS, the HAZMART will do the following:

10.45.1.3.1. (Added) Call the manufacturer and request an MSDS to be faxed immediately.

10.45.1.3.2. (Added) If an MSDS cannot be obtained from the manufacturer immediately (same day), an SF 364 will be prepared and submitted to 45 CONS/LGCV requesting MSDS.

10.45.1.3.3. (Added) Upon receipt of MSDS an additional copy will be reproduced and forwarded to BEE for inclusion into EMIS.

10.45.10. When an MSDS is not received with a hazardous item and there is no MSDS on file in EMIS for the item, HAZMART will do the following:

10.45.10.1. (Added) Contact the applicable vendor (using the telephone number provided on the purchase order) and request them to provide a copy of the MSDS (by FAX if available) as soon as possible.

10.45.10.2. (Added) If an MSDS cannot be obtained by telephone, an SF 364 will be submitted to 45 CONS/LGCV requesting one.

10.45.10.3. (Added) Upon receipt of the MSDS, a copy will be reproduced and forwarded to BEE.

Attachment 10A-4 paragraphs 10A4.7.4. Receiving will use the option in 10A4.7.4.2.

J. GREGORY PAVLOVICH, Brigadier General, USAF  
Commander